

Communications specialist

University of Illinois Extension

College of Agricultural, Consumer & Environmental Sciences

For more than 100 years, University of Illinois Extension has been translating university-generated research into information for individuals, businesses and communities across the state. Based in the University of Illinois College of Agricultural, Consumer and Environmental Sciences, Extension provides information and education that helps Illinois residents improve agricultural practices, protect the environment, access better food, improve nutrition, develop their communities, build stronger economies, provide learning opportunities for youth, and prepare a more effective workforce.

The communications specialist will share University of Illinois Extension program research results and outreach activities through feature articles, newsletters, press releases, and visual and digital media.

Specific responsibilities include:

- Serve as newsroom editor which includes updating, scheduling, and generating content for extension.illinois.edu.
- Collaborate with Extension communicators, educators, researchers, and strategic partners to implement and distribute research and outreach news.
- Analyze website metrics and earned media to measure the success of communication efforts.
- Maintain an Extension-wide calendar of events and conferences.
- Edit and create content for select Extension newsletters and reports.

QUALIFICATIONS:

- Bachelor's degree, preferably in Communications, Journalism, Public Relations or related field.
- Two years' experience in communications, journalism, or customer-oriented media, developing creative and informational content for various platforms and audiences.
- Excellent writing and editing skills. Experience with AP style, visual, and digital media is highly desirable.
- Strong organizational and time management skills, with the ability to effectively prioritize workload and maintain attention to detail.
- Ability to work with a team, and teach and consult on various communication topics.

ADDITIONAL INFORMATION: This is an hourly position at 20-25 hours per week, paid at \$22-25 per hour commensurate with experience. The expected start date is as soon as possible after the review date.

APPLICATION PROCEDURE: To apply, send a resume and two writing samples to Deborah Seiler at dlseiler@illinois.edu. The position will remain open until filled, with review of applications beginning March 21, 2018.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit go.illinois.edu/EEO. To learn more about the University's commitment to diversity, please visit www.inclusiveillinois.illinois.edu.